



CITY OF GREENVILLE

Greenville Area Recreation & Community Center

900 E. Kent Road

Greenville, Michigan 48838

Tel: (616) 754-8887 / Fax: (616) 754-5885

Email: grec@greenvillemi.org / Website: www.greenvillemi.org/garcc

Adult Recreation Sports Internship Job Description

Title: Adult Recreation Sports Intern

Reports to: Director

The Greenville Area Recreation & Community Center offers diverse recreation programs for the Greater Greenville Area service population of 27,000. We offer comprehensive adult and youth enrichment classes, camps and leagues throughout the year. The Adult Recreation Sports Internship is an ideal opportunity for students seeking a comprehensive recreation programming experience that will assist their future career in either campus or municipal recreation.

Duties: to assist with the planning and execution of the adult sports programs, recruit and retain officials and supervisors, organize and facilitate enrichment classes, assist with advertising, marketing, fundraising, scheduling, maintain fiscal accountability for adult programs and assist with facility and equipment management. The position is under the direct supervision of the Recreation and Parks Director.

Skills Required:

- Previous work experience in sports management, intramural sports, coaching or equivalent.
- Commitment to the value of quality programs.
- Youth and/or adult group activity planning experience.
- Ability to work collaboratively with fellow employees in a team-based environment.
- Good verbal and written communication skills.
- Ability to multi-task while maintaining superior attention to detail.
- Proven leadership abilities.
- Excellent computer skills.
- Flexible working schedule.
- Valid Drivers License

Hours: flexible schedule, weeknights and weekends required. Hours will fluctuate depending on the season program schedule. 15 week to 30 week internship available.

Compensation : \$580 monthly stipend.

Resume/Applications accepted until positions filled ; priority given to applications received by **March 1, 2017.**

Stipend: \$165.00/week - 15 weeks

Starting Date: Week of May 8, 2017 (*flexible*)

Application Procedure: Obtain the City of Greenville Employment Application at Greenville Area Recreation & Community Center office or from our website (listed below). Resumes and applications will be accepted until position is filled; priority given to applications received by March 30, 2017.

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